



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

Memorandum

December 7, 2005
CACFP CN# 005-06

To: Child and Adult Care Food Program Sponsoring Organizations

From: Mary Szafranski, Deputy Associate Superintendent
Health and Nutrition Services

Melissa Conner, Director
Child and Adult Care Food Program

Subject: Fire Marshal's Office

The Department of Education is pleased to announce a partnership with the State Fire Marshal's office. The State Fire Marshal's Office has agreed to provide home inspections in communities where the city fire departments have declined to provide the service. The inspections will be conducted at no cost to the CACFP participants and the Fire Marshal's Office believes it can provide timely service. The Fire Marshal's Office will not do inspections in cities (areas) in which the local fire departments conduct child care home inspections.

Because this is a work in progress and ADE appreciates the concern for children in care expressed by the Fire Marshal's Office, the initial request process will be as follows:

- Sponsors identify areas where the providers do not have fire inspections conducted by the local fire authority.
- Sponsors create excel spreadsheet identifying:

Provider Name	Address, City	Phone number	Inspection expiration date	Comments
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- If the provider is new, Sponsor will indicate either new or initial in the expiration date column.
- Sponsor will indicate helpful information in the comment section such as language spoken, best time to contact provider, etc. The Fire Marshal's Office staff members do not speak other languages. If an interpreter is necessary, sponsors are to make arrangements for one.
- Sponsors will only identify providers who are in need of an inspection within the upcoming 30 days.
- Sponsors will not include names of providers that have access to fire inspections from local authorities such as city fire departments, tribal fire departments, and volunteer fire departments.
- Sponsors will not request the Fire Marshal's Office conduct inspections for providers that receive inspections from the local fire authority when the provider doesn't want to pay the inspection fee charged by the authority.

- Sponsors will not request the Fire Marshal's Office conduct inspections for providers that receive inspections from the local fire authority when local authority is experiencing a backlog in inspections requests.
- Sponsor will (at this time) email the excel spreadsheet to: mconner@ade.az.gov by the last business day of each month.
- CACFP Director will forward all received spreadsheets to the Fire Marshal Office by the first business day of each month.
- Sponsors may submit **revisions** to the monthly inspections request to CACFP Director one time per month, on 15th of each month. If the 15th falls on a weekend, the next business day will be the due date.
- The CACFP Director will forward all revisions to the Fire Marshal's Office on the 16th of each month or the next applicable business day.
- Fire Marshal's Office will set up inspection schedule using information from sponsors and providers.
- Fire Inspector will leave a copy of inspection with provider. It will be the responsibility of the provider to give the inspection report to the Sponsoring Organization. Lost inspection forms will not be replaced.
- Providers that are not available during a scheduled fire inspection can be rescheduled into the following month. If the provider is not available for a rescheduled appointment, any further scheduling requests will be at the discretion of the Fire Marshal's Office.
- The Fire Marshal's Office will provide ADE with a listing of completed inspections. The frequency of the list will be determined at a later date.

If you have any questions or suggestions, please contact your assigned specialist.

Kenny Barnes	602.364.1070	Dustin Melton	602.364.0141
Suzanne Callor	520.628.6775	Tracey Nissen	602.542.1550
Jennifer Leftwich	602.364.0161	Elsa Ramirez	520.628.6774
Mandy McNeely	602.542.1970	Marilyn Smith	602.542.8738
		Joe Steech	602.364.0455

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